



LAKENHEATH COMMUNITY PRIMARY SCHOOL

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

**EDUCATION (PUPIL REGISTRATION) REGULATIONS 2006**

The Education (Pupil Registration) Regulations 2006 provide for leave of absence to be granted to a pupil during term time to enable him/her to have an exceptional absence or to go away on holiday, at the Headteacher's discretion.

This form requesting Leave of Absence should be completed by the parent and forwarded, before the period of absence, to the Headteacher of the school attended by the child.

Only the school can grant leave of absence. Permission for holidays in term time or for an absence will be granted only in very exceptional circumstances.

**Penalty notices will be served by the LA where there have been 8 sessions of unauthorised absence in the current term due to unauthorised absence.**

Full name of child (ren) and class(es)

Dates absent from school:

Reason for application:(If for a holiday, please include reasons why holiday cannot be taken during normal school holiday time.)

Signature of parent(s)/carer(s)

Date

Office use only

Previous absences

Seen by Headteacher

Agreement reached

Other outcome

date: